

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME <i>(Last, First, Middle Initial)</i> Example, For, U.				3. SOCIAL SECURITY NUMBER 123-45-6789			4. POSITION TITLE AND GRADE/RATING STUDENT/(INSERT GRADE)				
5. LOCATION OF PERMANENT DUTY STATION (PDS) DUTY LOCATION						6. ORGANIZATIONAL ELEMENT HOME STATION			7. DUTY PHONE NUMBER <i>(Include Area Code)</i> (123) 456-7891		
8. TYPE OF AUTHORIZATION TDY AND RETURN or TDY En Route			9. TDY PURPOSE <i>(See JTR, Appendix H)</i> ATTEND TRAINING			10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i>			b. PROCEED DATE (YYYYMMDD)		
11. ITINERARY FROM: DUTY LOCATION TO: HUNTSVILLE, AL (USALMC-FA51 BASIC COURSE), TO: HUNTSVILLE, AL (INTERMEDIATE COURSE) RETURN TO: DUTY LOCATION											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i> RATE PER MILE _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>											
13.		<input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.					<input type="checkbox"/> b. OTHER RATE OF PER DIEM <i>(Specify)</i>				
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM		b. TRAVEL		c. OTHER			d. TOTAL				
\$		\$		\$			\$			\$	
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> OFFICER WILL GO TDY TO HUNTSVILLE, AL FOR A PERIOD OF _____ WEEKS AND ATTEND THE FA51 BASIC QUALIFICATION COURSE O/A (INSERT DATES). THIS INCLUDES ATTENDING THE ARMY ACQUISITION BASIC COURSE (9 WEEKS) AND (INSERT EITHER, THE ARMY ACQUISITION INTERMEDIATE LOGISTICS COURSE (3 WEEKS) OR, THE ARMY INTERMEDIATE CONTRACTING COURSE (4 WEEKS)). FULL LOCALITY MEALS RATE IS AUTHORIZED FOR HUNTSVILLE, AL. IN AND AROUND MILEAGE NOT TO EXCEED 120 MILES PER WEEK IF STAYING LOCALLY OR 70 MILES PER WEEK IF STAYING IN THE TOM BEVILL CENTER (WHICH IS CO-LOCATED WITH THE CLASSROOMS AND IS THE PREFERRED HOUSING). NOTE: STUDENT SHOULD ARRIVE ON THE DAY BEFORE CLASS STARTS. CLASS WILL START AT 0800 ON THE FIRST DAY OF THE COURSE. VISIT HTTP://WWW.ALMC.ARMY.MIL/HSV/INDEX.ASP FOR ADDITIONAL INFORMATION. IAW AR 614-6 SERVICE MEMBERS CANNOT BE TDY TO THEIR PCS LOCATION.											
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i> Official signature						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i> Official signature					
AUTHORIZATION											
19. ACCOUNTING CITATION Accounting information											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i> Issuing headquarters									21. DATE ISSUED (YYYYMMDD)		
									22. TRAVEL AUTHORIZATION NUMBER		